



INSTRUCTIONS
FOR
LOUISIANA MOTOR VEHICLE COMMISSION
INITIAL APPLICATION FOR LICENSE AS AN
ADMINISTRATOR
(LSA-R.S. 6:969.7)

1. Complete the application in full. Please type or print.
2. A Board or Member Resolution **MUST** be secured and utilized by attaching to the application indicating that the signatory is a representative of the Corporation, Trust, Limited Partnership, Limited Liability Partnership, Limited Liability Company, or other entity and authorized to sign the application. (Form LMVC/GA, Sample Board or Member Resolution, included in this packet.)
3. The following **MUST** accompany the application when filed:
 - ☐ Fee of **\$1,500.00 for each location listed in the application** (check or money order made payable to the LOUISIANA MOTOR VEHICLE COMMISSION).
 - ☐ Copy of the Articles of Incorporation or a copy of the Articles of Organization and amendments.
 - ☐ Copy of the Certificate of Authority and Good Standing to transact business in Louisiana issued by the Secretary of State of the State of Louisiana. (www.sos.louisiana.gov)
 - ☐ Copy of certified or sworn financial statement of the administrator entity. The financial statement must be of a date not more than sixty (60) days prior to the date of the application or if a new corporation or business entity, a pro forma financial statement (certified or sworn) will suffice.
 - ☐ A list of the names and resident address of the owner, members or partners, or, if a corporation or association, of the directors, trustees, and principal officers, their percentage of ownership, and citizenship. (Not required of publicly held companies or their subsidiaries.)
 - ☐ Biography of principals including character references. (Not required of publicly held companies or their subsidiaries.)
 - ☐ If doing business under a trade name, attach a copy of the assumed name certificate filed in the parish of each location.
 - ☐ A copy of all sale materials, agreements, insurance policies and any and all documents used in connection with the offer and sale of debt waiver or debt forgiveness agreements. (§7713 of the Rules and Regulations)

NOTE: ➤ No license shall be issued in any name other than its legal name or assumed name properly filed in accordance with the statutes of this state and set forth in the license application. No license shall be issued in any name which may be confused with or which is similar to any federal, state, parish, or municipal governmental function or agency, or in any name which may tend to describe any business function or enterprise not actually engaged in by the applicant, or in any name which is the same as or so similar to that of any existing license as would tend to deceive the public, or in any name which would otherwise tend to be deceptive or misleading.

➤ Each license expires December 31st and must be renewed annually by filing a renewal application and paying a non-refundable renewal fee on or before November 1st of each year.

➤ No license shall be sold or otherwise transferred.

➤ A licensee shall give the commission thirty (30) days prior written notice of any location change.

➤ A licensee shall notify the commission in writing within thirty days after ceasing to do business in this state.

Mail to: LOUISIANA MOTOR VEHICLE COMMISSION, 3519 12TH STREET, METAIRIE, LOUISIANA 70002.

You will be required to submit additional data, if, and when requested by the Commission.

This application (with the exception of the financial statement) is a public record and will be furnished to any person, firm, association, or corporation making a public record request.